



OPEN EXAMINATION ANNOUNCEMENT

STAFF MANAGEMENT AUDITOR, (SPECIALIST) State Controller's Office (SCO)

Salary Range: \$4,833 - \$6,168

**Final Filing Date: ~~December 19, 2008~~
Extended to January 2, 2009**

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION, MEDICAL CONDITION, OR PREGNANCY.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY

This is an OPEN examination for the California State Teachers' Retirement System (CalSTRS). Anyone who meets the minimum qualifications as stated below may apply. *The Staff Management Auditor, (Specialist) State Controller's Office (SCO)* classification is utilized at CalSTRS along with the State Controller's Office. This exam list will be used by CalSTRS only to fill auditor vacancies. Career credits will not be granted.

HOW TO APPLY

State Examination and/or Employment Applications (Form 678) are available on the Internet at www.spb.ca.gov or upon request from the CalSTRS Selection Unit, and may be filed in person or by mail. Résumés alone will not be accepted. Applications must be POSTMARKED no later than the final filing date. Applications postmarked or personally delivered to the CalSTRS Human Resources Office (hours are 8:00 AM to 5:00 PM) after the final filing date will not be accepted for any reason. **EMAILED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED.** Submit completed application to:

CalSTRS
Human Resources Office
Attention: Exam Unit
7667 Folsom Boulevard
Sacramento, CA 95826
(916) 229-0199

**RESPONSES TO THE SUPPLEMENTAL APPRAISAL QUESTIONNAIRE ITEMS
MUST BE SUBMITTED ALONG WITH YOUR STANDARD STATE APPLICATION
AND RESUME WHEN APPLYING FOR THIS EXAMINATION**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements or other reasonable accommodation, mark the box in question #2 on page 1 of the application. You will be contacted in advance to ensure that proper accommodations are made. If you have not been contacted prior to receiving a notice to appear for the examination, please contact the CalSTRS Selection Unit at (916) 229-0199.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read and understood and do possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION
(Continued)**

Applications/résumés **MUST** contain the following information: “to” and “from” dates (month/day/year), time base, hours per week, job title or the civil service class title(s) and range, if applicable. Applications received without this information may be rejected.

If an examination requires or accepts education, include on the application the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed. (valid licenses, certificates, etc.).

IF YOU QUALIFY FOR THIS EXAM UNDER PATTERN II, A COPY OF YOUR
COURSE WORK OR DEGREE MUST BE PROVIDED WITH YOUR APPLICATION.**

Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approved foreign transcript evaluation agency before they may be used for credentialing purposes.

****COPIES OF UNOFFICIAL TRANSCRIPTS WILL BE ACCEPTED FOR
ADMITTANCE INTO THE EXAM, HOWEVER, OFFICIAL TRANSCRIPTS MUST BE
PROVIDED PRIOR TO APPOINTMENT.**

**MINIMUM
QUALIFICATIONS**

EITHER I

One year of experience in the California state service performing professional auditing or accounting duties of a classification with a level of responsibility not less than that of an Associate Management Auditor.

OR II

Experience: Two years of increasingly responsible auditing and/or accounting experience or management consultant experience which shall have involved preparation of reports and presentations of audit findings, at least one year must have included duties at a level equivalent to that of an Associate Management Auditor in State service.

AND

Education: Equivalent to graduation from college (4 years), preferably with a major in accounting, business administration, public administration, or economics, with a minimum of six semester units of accounting.

THE POSITION

Under the direction of the Senior Management Auditor (Supervisor), the *Staff Management Auditor (Specialist)*, *State Controller's Office (SCO)* independently performs the more difficult or complex audits or directs a group of auditors that perform complex internal, investment program, large school district, system benefit payment audits and special assignments directed by the Audit Director or Supervisor. The Specialist assists the Supervisor in coaching, leading, and providing general direction to subordinate audit staff to ensure that objectives are achieved, quality assured, and audit staff is developed. The Specialist performs audit work in accordance with applicable State policies and procedures; Teachers' Retirement Law; The Institute of Internal Auditors – *International Standards for the Professional Practice of Internal Auditing*, and its Practice Advisories and Code of Ethics; and the standards set forth by the US Government Accountability Office – Generally Accepted Governmental Auditing Standards. Travel up to 40% per year **may** occur when performing assignments away from Headquarters.

**BACKGROUND
INVESTIGATION**

Prior to employment with CalSTRS, a background investigation (BI) will be conducted. The BI consists of a personal history statement, an online BI application, and fingerprinting. The BI will check criminal and civil records and, if applicable, verify education and check driving records.

**EXAMINATION
INFORMATION**

SUPPLEMENTAL APPRAISAL QUESTIONNAIRE WEIGHTED 100%

This examination consists of a Supplemental Appraisal Questionnaire, weighted 100%. Applicants need to submit responses to the questions contained in the Supplemental Appraisal Questionnaire Items section along with a State Application when applying for this examination. **APPLICANTS WHO DO NOT SUBMIT A COMPLETED SUPPLEMENTAL APPRAISAL QUESTIONNAIRE WITH THEIR APPLICATION WILL NOT BE ADMITTED INTO THE EXAMINATION.**

**SUPPLEMENTAL
APPRAISAL
INSTRUCTIONS**

INSTRUCTIONS:

When responding to the supplemental appraisal questionnaire items, please follow these guidelines:

- a. Your responses must be typewritten on 8 ½" x 11" paper
- b. Use font type: aerial; font size: 12
- c. Identify each page with your full name
- d. Make sure your responses are complete, specific, clear, and concise
- e. Answer each numbered item separately and indicate the corresponding item number for each response
- f. In describing experience, you **must** include the civil service classification (public sector) or position title (private sector) held, the number of years performing the duties/tasks described, areas and scope of responsibilities, and size of staff managed.

SUPPLEMENTAL APPRAISAL QUESTIONNAIRE RESPONSES SUBMITTED WITHOUT FOLLOWING THESE INSTRUCTIONS WILL NOT BE ADMITTED INTO THE EXAMINATION.

Note: Résumés, letters, and other materials will not be evaluated or considered as responses to the items in the supplemental appraisal questionnaire.

**SUPPLEMENTAL
APPRAISAL
QUESTIONNAIRE
ITEMS**

- 1) Describe your education, ability and direct experience in planning, organizing and directing the work of multidisciplinary professional audit staff in a lead auditor capacity in performing a complex audit. Please be descriptive in your role as the lead auditor and how you managed the oversight of this complex audit, from the pre-planning phase through the reporting phase.
 - 2) Describe your education, knowledge and experience in implementing auditing standards, developing audit programs and procedures, knowledge of sampling methodology, including statistical and non-statistical sampling, reviewing complex organizations' internal control structure and performing risk assessments of complex organizations.
 - 3) Describe your ability and direct experience in utilizing computer applications, programs and techniques in developing risk assessments, audit procedures and testing procedures during a complex audit. Please be specific to your direct experience and knowledge of performing these tasks through utilization or auditing complex information systems and developing audit recommendations.
 - 4) Describe your methods and direct experience interacting effectively with a variety of individuals, organizations, state agencies, local government officials, and auditees on complex audit findings.
 - 5) Describe your ability and experience to complete comprehensive reviews of accounting, financial and business organizational procedures and provide recommendations to noted findings – that add value to the organization.
 - 6) Describe your methods in performing multiple tasks or work on multiple projects simultaneously, maintaining appropriate control and oversight of tasks/projects for timely completion, while keeping your Audit Manager informed of your progress on projects.
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SCOPE

The following list of knowledge areas and abilities may be tested in the examination.

Emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Accounting principles
2. Auditing standards and procedures
3. Sampling methodology, statistical and non-statistical
4. Principles of elementary data processing
5. Internal control structure

B. Ability to:

1. Comprehend applicable laws, rules and regulations
2. Prioritize tasks in order to meet target dates and deadlines
3. Communicate in both oral and written formats
4. Conduct yourself in a professional manner
5. Complete comprehensive reviews of accounting, financial, and business organizational procedures and provide recommendations to noted findings
6. Perform multiple tasks or work on multiple projects simultaneously, maintaining appropriate control and oversight of tasks/projects for timely completion
7. Work under the pressure of defined timelines when completing projects or assignments
8. Be flexible with changing priorities, work assignments, and other interruptions that may impact the completion/progression of projects and assignments
9. Adapt quickly and appropriately to a variety of situations and personalities in order to react and respond appropriately to such situations
10. Analyze accounting/financial management audit studies

C. Skill to:

1. Use computer applications such as Microsoft Office, internet, e-mail and various online applications to prepare worksheets and documents
2. Utilize various online resources and/or publications to research various laws, rules, regulations, standards and other audit criteria
3. Effectively communicate with various groups such as: management, auditee and other interested Stakeholders
4. Analyze and evaluate relevant financial information
5. Assess the results of preliminary audit work and develop suitable audit procedures
6. Identify and make appropriate recommendations based on audit findings
7. Facilitate the exchange of ideas and feedback with staff, co-workers and management
8. Consult with and advise various levels of management and other departmental personnel to ensure departmental goals, objectives, and operating procedures are addressed

SPECIAL PERSONAL CHARACTERISTICS

Ability to qualify for a fidelity bond. Willingness to travel and work away from the headquarters office.

ELIGIBLE LIST INFORMATION

A departmental open list will be established for use by CalSTRS. The list will remain active for at least 12 months, with the possibility of extending the list life up to four years.

VETERANS PREFERENCE CREDITS

Veterans Preference Credits will not be granted in this examination since it does not qualify as an entrance examination under the law.

QUESTIONS

If you have questions regarding this examination, you may contact Donna Pyevach, the exam analyst at (916) 229-0199 or Audit Services at (916) 229-2080.

General Information

It is the candidate's responsibility to contact the CalSTRS Human Resources Office at (916) 229-0199 three days prior to the written test date if he/she has not received his/her notice, or three weeks after the final filing date if there is no written test date.

If the candidate's notice of Qualifications Appraisal Panel exam appointment or performance test fails to reach him/her prior to the day of the exam due to verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board office, at local offices of the Employment Development Department, from the CalSTRS Selection Unit, or on the Internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take the examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The California State Teachers' Retirement System (CalSTRS) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with the civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete under the provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. In addition, Government Code Sections 18990 and 18992 permit certain exempt employees employed by the Legislature or the Executive Branch to participate in civil service promotional exams. These codes and rules may be reviewed at the CalSTRS Human Resources Office or at the Information Counter of the State Personnel Board office.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others, as well as a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways:

1) passing the General Education Development (GED) test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.
California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones 1-800-735-2929
Voice 1-800-735-2922